INVESTIGATING COMPLAINTS OF HARASSMENT OR DISCRIMINATION

In most countries, the law requires a company to promptly and thoroughly investigate claims of harassment or discrimination. Remember that if a lawsuit is filed, many courts will require you to fully disclose your investigation. So don't rush through it! Depending on the individual situation, most or all of the following should be considered during an investigation.

Harassment Checklist	
❑	Remember your focus is to gather facts and commit to legal compliance.
❑	Be sure to understand that harassment and discrimination are very often about *power*, *ignorance* and *fear*.
❑	Address the *psychological needs* of those involved. Don't begin by telling the claimant they have no claim.
❑	Keep matters confidential but *don't promise absolute confidentiality* because of your need to investigate, communicate, discipline and terminate.
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